

REQUIREMENTS FOR CTE CERTIFICATES  
**INDUSTRIAL AND EMERGING TECHNOLOGIES, K – 12**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **PROVISIONAL CAREER AND TECHNICAL EDUCATION, K – 12 INDUSTRIAL AND EMERGING TECHNOLOGIES CERTIFICATE**

*The Provisional certificate is valid for 3 years and may be extended once for 3 years.*

Requirements for the Provisional Career and Technical Education (CTE), K-12 Industrial and Emerging Technologies Certificate are:

1. Completed [Application for Certification](#)
2. Appropriate Fee (See *Application for Certification*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. Option A, B, C, D or E:
  - A. Bachelor's degree in industrial or emerging technologies:
    1. A Bachelor's or more advanced degree in industrial arts or industrial technology education or emerging technology areas from an accredited institution.
    2. Thirty semester hours of courses in industrial or emerging technologies; and
    3. Two hundred forty clock hours of [verified work experience](#) in an industrial or emerging technology occupational area\*.
  - B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
    1. A valid Arizona Provisional or Standard teaching certificate.
    2. Three semester hours of courses in career and technical education methods or content in an industrial or emerging technology occupational area; and
    3. One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom; and
    4. Two hundred forty clock hours of [verified work experience](#) in an industrial or emerging technology occupational area\*.
  - C. Business and industry professional:
    1. Six thousand clock hours of [verified work experience](#) in an industrial or emerging technology occupational area\*.
  - D. Valid teaching certificate in career and technical education from another state:
    1. A valid teaching certificate in career and technical industrial arts education, career and technical industrial technology education or emerging technologies from another state.
  - E. Bachelor's degree in industrial and emerging technologies education teacher preparation program:
    1. A Bachelor's or more advanced degree in industrial or emerging technologies education teacher preparation program from an accredited institution; and
    2. Two hundred forty clock hours of [verified work experience](#) in an industrial or emerging technology occupational area\*.

**Approved Industrial and Emerging Technology Occupation Areas:**

Audiovisual communications technologies/technicians; graphic communications (journalism); cosmetology and personal grooming services; electrical engineering technologies/technicians; electromechanical instrumentation and maintenance technologies/technicians; environmental control technologies/technicians; industrial production technologies/technicians; quality control and safety technologies/technicians; mechanical engineering related technologies/technicians; mining and petroleum technologies/technicians; construction engineering technologies; engineering-related technologies; computer engineering technologies/technicians; drafting/design engineering technologies/technicians; security and protective services; mason/masonry; carpenters; electrical and power transmission installers; building/construction finishing, management and inspection; electrical/electronics maintenance and repair technology; heating, air conditioning, ventilation and refrigeration maintenance technology/technician; heavy/industrial equipment maintenance technologies; precision systems maintenance and repair technologies; vehicle maintenance and repair technologies; precision metal working; construction/heavy equipment/earthmoving equipment operation; design and visual communications, general; commercial and advertising art; industrial design; commercial photography; and visual performing arts.

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5. Structured English Immersion (SEI) Endorsement \*

The SEI endorsement requires **ONE** of the following (option A, B, or C):

- A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.  
**-OR-**
- B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.  
**-OR-**
- C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement. Note: The Provisional ESL and Provisional Bilingual endorsements will **not** meet the SEI endorsement requirement.

\* **Note:** The requirements for a SEI endorsement may be waived for a period not to exceed three years for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other certification requirements.

<b>Requirements # 6 and # 7 are required within one year or three years. **</b>
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6. Arizona Constitution (a college course or the appropriate examination).

7. U.S. Constitution (a college course or the appropriate examination).

**\*\*NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*

➤ **EXTENSION OF THE PROVISIONAL CAREER AND TECHNICAL EDUCATION, K – 12 INDUSTRIAL AND EMERGING TECHNOLOGIES CERTIFICATE**

*The Provisional CTE may be extended once for 3 years. All requirements for extension of the Provisional certificate must be met.*

Requirements for extension of the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate are:

- 1. One-half the required semester hours of courses for the Standard CTE, K-12 Industrial and Emerging Technologies Certificate under the same option.
- 2. Professional Knowledge Secondary Exam.  
**One of the following:**
  - A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary (replaced by the NES Assessment).
  - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency.  
**Submit the original score report at time of application.**
  - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
  - D. Three (3) years of full-time teaching K-12. Submit a [Teaching Experience Verification form](#) signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.
- 3. Verification of 3 semester hours or 45 clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Full SEI endorsement.  
**NOTE:** *Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.*
- 4. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).

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➤ **STANDARD CAREER AND TECHNICAL EDUCATION, K – 12 CERTIFICATE – INDUSTRIAL AND EMERGING TECHNOLOGIES**

*The Standard certificate is valid for 6 years and may be renewed.*

*Individuals may use up to 18 semester hours of CTE professional development towards the education coursework requirements of a standard CTE certificate. The professional development must be approved through the CTE division and must be documented on the CTE approved certificate of training form in order for it to be used in lieu of college/university educational coursework.*

Requirements for the Standard CTE, K-12 Industrial and Emerging Technologies Certificate are:

1. Option A, B, C, D or E:

A. Bachelors degree in industrial or emerging technologies:

1. Qualification under Option A for the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate;
2. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Industrial and Emerging Technologies classroom during the term of the Arizona Provisional CTE Industrial and Emerging Technologies Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.

B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:

1. Qualification under Option B for the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate;
2. Twelve semester hours of courses in professional knowledge to include:
  - a. Nine semester hours of courses in industrial and emerging technologies subject knowledge; and
  - b. Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate. Three semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
3. An additional two hundred forty clock hours of [verified work experience](#) in an industrial and emerging technology occupational area. Hours may have been accumulated before obtaining the Provisional certification; and
4. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Industrial and Emerging Technologies classroom during the term of the Arizona Provisional CTE Industrial and Emerging Technologies Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.

C. Business and industry professional:

1. Qualification under Option C for the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate;
2. Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. Fifteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

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3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Industrial and Emerging Technologies classroom during the term of the Arizona Provisional CTE Industrial and Emerging Technologies Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
- D. Valid teaching certificate in career and technical education from another state:
  1. Qualification under Option D for the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate; and
  2. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Industrial and Emerging Technologies classroom during the term of the Arizona Provisional CTE Industrial and Emerging Technologies Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
- E. Bachelor's degree in an industrial and emerging technologies education teacher preparation program:
  1. Qualification under Option E for the Provisional CTE, K-12 Industrial and Emerging Technologies Certificate;
  2. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Certificate - Industrial and Emerging Technologies. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
  3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Industrial and Emerging Technologies classroom during the term of the Arizona Provisional CTE Industrial and Emerging Technologies Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
2. Professional Knowledge Secondary Exam.  
**One of the following:**
  - A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary (replaced by the NES Assessment).
  - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency. **Submit the original score report at time of application.**
  - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
  - D. Three (3) years of full-time teaching K-12. Submit a [Teaching Experience Verification form](#) signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.
3. Verification of 3 semester hours or 45 clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Full SEI endorsement.  
*NOTE: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.*
4. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).

➤ **RENEWAL OF THE STANDARD CAREER AND TECHNICAL EDUCATION, K – 12 INDUSTRIAL AND EMERGING TECHNOLOGIES CERTIFICATE**

*The Standard certificate may be renewed 6 months before it expires. All requirements for the renewal of the Standard certificate must be met.*

Requirements for the renewal of the Standard CTE, K-12 Industrial and Emerging Technologies Certificate are:

1. One hundred eighty (180) clock hours of professional development after the most recent issuance or renewal of the Standard CTE certificate.
2. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).